



## JOB DESCRIPTION

### Position: Executive Assistant

**Reports to:** CEO

**Status:** Full-time

**Classification:** Non-Exempt

**Last updated:** August 2021

### ABOUT HFNY

Hope for New York (HFNY) mobilizes volunteer and financial resources to organizations serving the poor and marginalized in New York City. Our **vision** is a city in which individuals and communities experience spiritual, personal, social and economic well-being through the demonstration of Christ's love.

HFNY focuses on expanding and deepening partnerships with faith-based nonprofits in NYC (our affiliates) through financial support, volunteer mobilization, capacity building, and collaborative networks. These efforts resource and strengthen HFNY's affiliates with the goal that they are thriving and effective, as measured by incorporation of nonprofit best practices, so that the greatest number of the poor and marginalized in NYC can experience holistic flourishing.

### ABOUT THE ROLE

HFNY seeks a highly motivated, organized, and detail-oriented individual who will provide support to the Chief Executive Officer. The ideal candidate must be energetic and able to proactively anticipate the needs of the organization and be able to balance competing priorities. The Executive Assistant will support the priorities and projects of the CEO.

### PRIMARY RESPONSIBILITIES

#### CEO Priorities and Special Projects

- Manage projects and workflow of CEO and Leadership Team, keeping all projects on track
- Manage CEO's calendar and appointment schedules
- Plan, coordinate and ensure the CEO's schedule
- Draft correspondence for CEO
- Develop and analyze reports as needed by CEO
- Serves as liaison between external stakeholders and the CEO, managing correspondence and inquiries
- Manage meeting logistics, room reservations, and set-up

#### Board Support and Liaison

- Prepare Board and committee reports and packets
- Manage Board meeting logistics
- Act as liaison between Board and fund development opportunities

#### Leadership Team Support

- Assist with developing Leadership Team and All-staff Agendas
- Ensure accountability on deadlines for the Leadership Team
- Support special Leadership Team Projects



- Help CEO determine priorities for Leadership Team

#### Donor Cultivation Support

- Support CEO in Major Donor relationships by preparing reports and presentations for stakeholder meetings
- Support CEO in all Major Donor cultivation events including the Fall Benefit and the Community Grants Circle

#### **JOB QUALIFICATIONS**

- Deep commitment to serving the poor and marginalized
- 4+ years of work experience with demonstrated administrative experience
- Proven administration and time management skills to complete a high volume of varied responsibilities in a fast-paced setting with keen attention to detail, thoroughness and accuracy
- Able to manage and prioritize multiple projects and deadlines simultaneously
- Prior experience working with a donor management database – Salesforce preferred
- Demonstrate a high level of professionalism while maintaining discretion, tact and diplomacy
- Self-starter, quick learner, hard worker; able to work independently with minimal oversight
- Thrives under pressure, remains calm and takes on difficult challenges
- Excellent communication skills (oral and written)
- Demonstrated ability to maintain confidential and sensitive donor information
- Flexible and adaptable; open to feedback and improvement with positive and humble attitude
- Proficient in MS Office in advanced capacities – Word, Excel, PowerPoint
- Proficient with all G Suite (Google) apps
- Strong analytical skills preferred
- Bachelor's degree

#### **OUR CORE VALUES**

- **Collaboration** - We work better when we work together. We encourage teamwork, we share goals, and we learn from each other.
- **Excellence** - We are entrusted to do important work so we strive to do our best. We are stewards of the gifts, talents, and resources we have as individuals and as an organization.
- **Growth** - Everyone on our team has been given unique gifts and talents to offer. We are committed to providing opportunities to learn and grow so we can flourish.
- **Passion** - We have Kingdom ambition to catalyze Kingdom renewal. We set big goals because we want to make the biggest impact we can for the poor & marginalized in NYC.
- **Respect** - We share our ideas and listen to the ideas of others. We communicate with humility, candor, respect, and encouragement.
- **Joy** - We nurture a community where there is meaningful work, celebration, appreciation and recognition.

#### **DISCLAIMER**

The preceding job description has been designed to describe the general nature and level of work performed by employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of the employee(s) assigned to this job. Other duties may be added, or this job description amended at any time.



To perform this job successfully, an individual must be able to perform the principal duties satisfactorily. Reasonable accommodations may be made to enable otherwise qualified individuals with disabilities to perform the principal duties of the job, except where to do so would cause an undue hardship on Hope for New York's business operations.

Employment at Hope for New York is at-will, which means that either the employee or Hope for New York can terminate the employment relationship at any time, for any reason, with or without cause or notice. Nothing in this Job Description should be construed to diminish the at-will employment relationship in any manner.